



Personnel

PROMOTION OF AIRMEN

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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SUMMARY OF REVISIONS

This revision prescribes the CA IMT 26, Airmen Promotion Request, adds Counter Drug personnel to paragraph 3.5.5.1. and deleted Attachment 4. Added paragraph 3.5.7, First Sergeants may be considered for EPP. Note 10 was added to Table 2.1.

ANGI 36-2502, 17 June 2010, is supplemented as follows:

1.1.2. All references to The Adjutant General in this instruction will be interpreted to mean HQ CA ANG/DS. All references to "Wing" will also be applicable to the 162 CCG. All references to Command Chief Master Sergeant (CCM) will also be applicable to the 162 CCG Command Chief Master Sergeant.

1.1.7. The Human Resources Office (HRO) is responsible for verifying that all Active Guard/Reserve (AGR) promotions, E-6 through E-9, will result in a balance between the grade on the Unit Manpower Document (UMD) and the corresponding Federal Technician position description assigned.

1.1.7.1. (Added) Promotions of personnel on AGR status must be processed through HQ ANG/A1P and approved by HQ CA ANG/DS in coordination with CAJS-AGR at Headquarters, California Air National Guard. The request will include the air technician grade authorized for the assigned position, if applicable. Enter this information in the remarks section of CA ANG Form 26. Approved recommendations for promotion to E-6 will be returned to the unit for issuance of orders. Refer to CA ANG Supplement 1 to ANGI 36-101 for additional policy governing promotion of AGR personnel.

1.2.3. Authority is delegated to Commanders, 129th Rescue Wing (129RQW), 144th Fighter Wing (144FW), 146th Airlift Wing (146AW), 163d Reconnaissance Wing (163RW), and 162nd Combat Communications Group (162CCG), to issue orders affecting promotions of enlisted personnel within their command through the grade of TSgt (E-6), including Officer Commissioning Program, promotions to the grade of SSgt (E-5). The Commander, 162 CCG, may further delegate this authority to squadrons under his/her command or administrative control for promotion of assigned enlisted personnel through SrA (E-4).

1.6.1.1. Unit commanders will forward their recommendation for promotion using CA IMT 26 through their servicing FSS to the promotion authority no earlier than 30 days prior to the requested effective date. This allows sufficient lead-time for administrative processing for promotion recommendation.

1.6.1.2. (Added) The servicing Force Support Squadron (FSS) is responsible for verifying promotion nominees meet all eligibility requirements and for ensuring timely promotion of eligible personnel by certifying that recommended personnel meet the prerequisites for promotion IAW ANGI 36-2502 and current manning limitations. For the 162 CCG/DP, these responsibilities will be accomplished by 162 CCG/DP. Upon receiving final approval from the appropriate authority, the 162 CCG/DP will ensure a copy of the promotion order is provided to the servicing FSS for update in the Military Personnel Data System (MILPDS).

1.6.1.3. (Added). CA ANG Form 26, Airman Promotion Request, will be utilized for recommending individuals for promotion to grades E-7 through E-9. The CA ANG Form 26 is an optional form for promotions below E-7, to be used as determined by each Wing Commander and 162 CCG Commander. Promotion requests will be submitted to Headquarters, California Air National Guard, HQ CA ANG/A1P in electronic format or if in paper format, in duplicate (original and one copy). Individual promotion packages will contain a CA ANG Form 26, a formal letter of recommendation from the President of the Promotion Board, and a service agreement. Additional documents to this list may be authorized at the wing level. Approved promotions to grades E-7 through E-9 will be announced on orders issued by Headquarters, California Air National Guard.

1.6.1.4. (Added). Promotion Boards.

1.6.1.4.1. A promotion board will be convened at the wing level for all promotion requests for grades E-7 through E-9. Boards will be conducted in a fair, impartial manner, reviewing pertinent records and interviewing those nominated to evaluate their technical and professional qualifications for promotion. Individuals are required to personally appear before the board in their service dress uniform. In extenuating circumstances, the Wing CCM can modify these requirements. If an individual cannot meet the board, it is the responsibility of the Wing CCM to personally review the promotion package and conduct a phone interview with the promotion nominee to emphasize the importance of being considered for promotion. At a minimum, if required, promotion boards will meet quarterly. Wings should establish a not later than date for promotion requests to be received by the promotion boards.

1.6.1.4.2. Board composition will be as follows:

1.6.1.4.2.1. Promotion boards for E-7 and E-8 are mandatory. Promotion boards may be convened at wing level at the discretion of each wing commander. Promotion boards for promotion to E-7 at the wing level will consist of, at a minimum, two Master Sergeants (MSgt) and one Senior Master Sergeant (SMSgt). However, promotion boards for promotion to E-8 will consist of at a minimum, two SMSgts and one CMSgt. Upon completion of the board, the FSS will forward the CA ANG Form 26 and summary of board results to HQ CA ANG/A1P for review, approval and publication of

promotion orders. Finally, promotion boards for personnel assigned to the State Headquarters will be convened by the State CCM or his/her representative who will serve as board president and determine composition of the board.

1.6.1.4.2.2. Promotion boards for E-9 are mandatory. The board for each wing will consist of, at a minimum, three CMSgts, one of whom will be the Wing CCM. In the absence of the Wing CCM, the Wing CCM will select a CMSgt to hold the position of the Wing CCM at the board. Upon completion of the board, the FSS will forward the CA ANG Form 26 and summary of board results to HQ CA ANG/AIP for review, approval and publication of promotion orders. Promotion boards for personnel assigned to the State Headquarters will be convened by the State CCM or his/her representative who will serve as board president and determine composition of each board.

1.6.1.4.3. A formal letter of recommendation from the Board President either recommending or non-recommending member(s) for promotion will be written; all non-recommendations require considerable justification. Each letter of recommendation will include a list of all board members and summarize the board's recommendation. If it has been deemed that a board isn't required for an exceptional situation, the wing CCM will write a letter of explanation with his/her recommendation.

1.6.1.4.4. Board determinations are made by simple majority, and if one or more members have strong dissenting opinions, they must provide written comments that will also be forwarded to the wing or group commander.

1.6.1.4.5. Results of a promotion board are good for one year from the date of the board.

Table 2.1, Note 10 (Added) 10. Completion of appropriate Professional Military Education (PME) must be verified. If current PME completion information is available in MILPDS, a certificate of completion need not be attached. The appropriate certificate of completion must be attached when current PME information is not available in MILPDS. It should be noted that the NCO Academy and Senior NCO Academy completion requirement can be fulfilled in-residence or by correspondence course.

Table 2.1, Rule 4, 6, 7, and 8, Column E (Added) (See Note 10)

3.5.2. Nominations must include the following:

3.5.2.1.1. (Added) Wing/162CCG Commander Letter of Recommendation. In addition to recommending the nominee for promotion, the letter must also indicate whether the nominee meets ANG physical fitness and weight management standards.

3.5.2.4. (Added) A current 8 X 10" color photograph of the nominee at attention in service dress uniform without cover. The color photograph must show the nominee in a straight forward view shot at eye level. The photographer will ensure that there is one inch of space above the top of the head and one inch of space below the bottom of the closed fists. The nominee will be photographed on a single colored background of a light color. There will be absolutely no photo retouching.

3.5.3. California Air National Guard units may submit EPP nominations, in January through April of each year with the annual nomination deadline being 30 April. Boards will be conducted in May or June each year. The CA ANG will strive toward maximizing the enhanced promotion potential the EPP provides for traditional guard members.

3.5.3.1. (Added) A board will be convened at State Headquarters in May or June of each year to review the nominations and offer recommendations to the Commander, CA ANG for his selection. The board will consist of, at a minimum, the State CCM who will serve as board president and the wing CCMs. The State Human Resources Advisor will serve as a non-voting member. The nomination packages of the senior noncommissioned officers selected for promotion under the EPP will be forwarded to NGB/A1POE for appropriate validation and Personnel Data System updates of over grade code and expiration date. Upon notification of favorable NGB/A1POE validation, HQ CA ANG/A1P will publish and distribute promotion orders.

3.5.5.1. This promotion program applies to traditional guard members only. Military Technicians (including Temporary Technicians), AGR (including occasional AGR), Counter Drug personnel, or any other temporary active duty tour are not eligible for promotion under EPP.

3.5.7. Special duty identifier 8F000, First Sergeants, may be considered for EPP.

NATHANIEL S. REDDICKS, Colonel, CA ANG
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